

**Job Description:**

U.S. Congressman Michael McCaul (TX-10), Chairman, House Committee on Homeland Security, is accepting applications for spring internships at his district office in Austin, TX. This internship allows students an opportunity to gain direct knowledge of how a congressional office functions, and see the inner workings that are required to best serve the constituents of the Tenth District. Many congressional interns have used their experience to further their interests and careers in public service and government.

In the office, interns' duties include communicating with constituents on the phone and in the office, working to resolve their issues or concerns, researching topics and gathering information for staff members, and assisting staff with administrative tasks throughout the office. While interns in our district office will not have any direct involvement with legislation the Congressman is working on, they will learn about current events and legislation going on in Congress in order to be able to relay that information to concerned constituents. These are just a few of the activities an intern can expect to take part in, but there are always new opportunities that arise and projects to be a part of.

**Schedules:**

Internships are available in the Spring, Fall, and Summer semesters. While an intern is expected to complete a full semester (or summer), we are very flexible in scheduling around academic affairs. District interns are expected to work 15-20 hours per week (or more if requested), with schedules being arranged based on academic availability during the day/week.

**Application Instructions:**

If you are interested in applying for an internship, please fill out an Internship Application and send it along with the following information to the Austin office:

- 1.) Current resume and cover letter
- 2.) Current transcript (preferred)
- 3.) Two letters of recommendation

You can find the internship application on our website at:

<http://mccaul.house.gov/internships>

Please submit materials via mail or fax to:

U.S. Congressman Michael McCaul  
Attn: Monique Wright  
9009 Mountain Ridge Drive, Suite 230  
Austin, TX 78759  
Fax: (512) 473-0514.

**Degree Status:**

Must have completed at least one semester of college and current student

**Contact Information:**

Monique Wright  
Phone: (512) 473-2357  
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Email: [Monique.wright@mail.house.gov](mailto:Monique.wright@mail.house.gov)